

Report Date: 06 Mar 2015

Summary Report for Individual Task
805K-79R-4106
Implement a Recruiting Center Training Program (Health Care)
Status: Approved

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Destruction Notice: None

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Condition: You are conducting recruiting operations and assessing recruiter performance in order to improve, and sustain proficiency in mission essential tasks. You have access to: DTMS, AR 350-1, and USAREC Regulation 350-1. This task should not be trained in MOPP 4.

Standard: Train recruiting center personnel on select tasks to achieve/maintain published standards; conduct unit / individual assessments as needed; document all training on USAREC Form 350-1.2.; record training in DTMS.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Plan the training.

a. Assess the unit's performance to evaluate the training level and shortfalls.

(1) Review center intelligence reports:

(a) YTD Mission accomplishment.

(b) Center conversion rate.

(c) Prospecting analysis.

(2) Identify Army and USAREC, Brigade, Battalion, and Company standards and goals.

(3) Identify areas of deficiency, and determine training to be conducted.

(4) Identify required sustainment training.

b. Develop specific, obtainable training objectives.

c. Identify required resources, risk management (RM).

d. Develop training support plans.

e. Develop Training.

(1) Create Near-Training Plans.

(a) Determine what training is the most critical and mission essential, and then prioritize order of training.

(b) Utilize USAREC Form 350-1.1 to record Near-Term training plan.

1 Make final coordination for the allocation of resources to be used in training.

2 Ensure training objectives specified in the short-range training plan are scheduled and executed.

3 Prepare detailed training schedules and lesson plans in a timely manner.

4 Ensure Near-Term training plan is loaded into DTMS.

(2) Record training in DTMS.

(a) Record all training on USAREC Form 350-1.2.

(b) Collect trainee's responses and comments regarding the training they received and apply to future Near-Term training.

f. Forward Near-term training plan to company commander for approval.

2. Prepare For Training.

a. Train and certify leaders. Utilize the “train-the-trainer” concept.

b. Select the training site.

(1) Ensure the site can adequately support the proposed training and desired training objectives.

(2) Ensure all resources, training aids, and training support plans are properly coordinated.

Note: Modifications to the plan may occur to maximize training effectiveness.

c. Post approved near-term training plan.

d. Rehearse.

(1) Conduct a rehearsal to ensure synchronization and preparation of the plan.

(2) Supervise rehearsals to ensure those responsible for the training are prepared to conduct efficient, organized, and effective needs-based training.

3. Conduct the training.

a. Ensure training occurs on schedule.

b. Minimize training distracters.

c. Assess the training level.

d. Conduct a training session AAR.

(1) Review the training objectives.

(2) Assess the training level in respect to the objectives.

(3) Obtain lessons learned, to improve training and unit tactics, techniques, and procedures (TTP).

(4) Record lessons learned for future training use and inclusion in (SOP).

(5) Continuously assess unit performance during actual operations to identify performance shortfalls.

(a) Address shortfalls attributed to a Soldier's lack of skill or knowledge through needs-based training.

(b) Plan and execute one-on-one Soldier's need-based training.

e. Retrain, as needed.

(1) Schedule and conduct as soon as possible.

(2) Assess and ensure Soldiers are trained and retrained until the standard is met.

(3) Offer clear objectives, effective training, and continuous assessment.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Planned the training.			
a. Assessed the unit's performance to evaluate the training level and shortfalls.			
(1) Reviewed center intelligence reports:			
(a) YTD Mission accomplishment.			
(b) Center conversion rate.			
(c) Prospecting analysis.			
(2) Identified Army and USAREC, Brigade, Battalion, and Company standards and goals.			
(3) Identified areas of deficiency, and determined training to be conducted.			
(4) Identified required sustainment training.			
b. Developed specific, obtainable training objectives.			
c. Identified required resources, risk management (RM).			
d. Developed training support plans.			
e. Developed Training.			
(1) Created Near-Training Plans.			
(a) Determined what training is the most critical and mission essential, and then prioritized order of training.			
(b) Utilized USAREC Form 350-1.1 to record Near-Term training plan.			
1 Made final coordination for the allocation of resources to be used in training.			
2 Ensured training objectives specified in the short-range training plan were scheduled and executed.			
3 Prepared detailed training schedules and lesson plans in a timely manner.			
4 Ensured Near-Term training plan was loaded into DTMS.			
(2) Recorded training in DTMS.			
(a) Recorded all training on USAREC Form 350-1.2.			
(b) Collected trainee's responses and comments regarding the training they received and applied to future Near-Term training.			
f. Forwarded Near-term training plan to company commander for approval.			
2. Prepared For Training.			
a. Trained and certified leaders. Utilized the "train-the-trainer" concept.			
b. Selected the training site.			
(1) Ensured the site adequately supported the proposed training and desired training objectives.			
(2) Ensured all resources, training aids, and training support plans were properly coordinated.			
c. Posted approved near-term training plan.			
d. Rehearsed.			
(1) Conducted a rehearsal to ensure synchronization and preparation of the plan.			
(2) Supervised rehearsals to ensure those responsible for the training were prepared to conduct efficient, organized, and effective needs-based training.			
3. Conducted the training.			
a. Ensured training occurred on schedule.			
b. Minimized training distracters.			
c. Assessed the training level.			
d. Conducted a training session AAR.			
(1) Reviewed the training objectives.			
(2) Assessed the training level in respect to the objectives.			
(3) Obtained lessons learned, to improve training and unit tactics, techniques, and procedures (TTP).			
(4) Recorded lessons learned for future training use and inclusion in (SOP).			

(5) Continuously assessed unit performance during actual operations to identify performance shortfalls.			
(a) Addressed shortfalls attributed to a Soldier's lack of skill or knowledge through needs-based training.			
(b) Planned and executed one-on-one Soldier's need-based training.			
e. Retrained, as needed.			
(1) Scheduled and conducted as soon as possible.			
(2) Assessed and ensured Soldiers were trained and retrained until the standard was met.			
(3) Offered clear objectives, effective training, and continuous assessment.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	No
	USAREC FORM 350-1.1	Near Training Plan	Yes	No
	USAREC FORM 350-1.2	Training Record	Yes	No
	USAREC REG 350-1	Training and Leader Developer	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None